

Teacher Return Envelope

Directions

- ☐ On the outside of the envelope, print the teacher name and the number of completed student scan documents included.
- ☐ Place the *Teacher Identification Sheet* on top of the completed student scan documents and put them in the envelope.
- ☐ Make sure the district and school name show through the window.
- ☐ Do not seal the envelope.
- ☐ Return to your School MI-Access Coordinator.

- ☐ Check here if **Special Handling** is required. (See the *Coordinator and Assessment Manual* for details)

MI-Access Hotline
(888) 382-4246
Fax: (845) 277-8142
E-mail: mi-access@tasa.com

Make sure the district and school name on the *Teacher Identification Sheet* show through the window.

Teacher Return Envelope

Teacher Name: _____

No. of completed
student scan documents:

This number should match the number
on the School Identification Sheet.



**Please contact your
School MI-Access Coordinator
with any questions.**



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